



Ohio Administrative Code

Rule 3342-7-05.5 Administrative policy regarding billing and collection of student fees.

Effective: October 15, 2023

(A) Purpose. The purpose of this policy is to identify requirements for billing and collection of fees assessed to students of Kent state university.

(B) Definitions.

(1) Fees. For purposes of this policy, "fees" shall include all charges assessed to a student's account including, but not limited to, charges for instruction, room and board, programs and/or courses, parking permits, library fines, etc. or other special purpose fees and charges for services and benefits provided to students as approved by the board of trustees.

(2) E-bill. For purposes of this policy, "e-bill" means the electronic invoice generated to show a snapshot of a student's account balance at a given point in time.

(C) Scope. This policy applies to all fees assessed to a student's account. The material contained in this document supersedes any previous policies and procedures regarding collection of student fees.

(D) Procedure.

(1) Billing and payment of university fees. The bursar's office assesses regular semester fees at predetermined dates based on the student's course registrations, room and board selections, etc.

(a) Miscellaneous charges, such as library fines and parking tickets, are added to the student's account as they arise as submitted by the initiating department.

(b) The student is notified via e-mail when e-bills have been published. Due dates are included in these notifications as well as listed on the one stop for student services website.

(c) Students are required to meet their financial obligations, as presented to them in the "financial



obligation acknowledgement agreement" during the add/drop class process, prior to the university-established due dates.

(2) Collection of student fees for registered students.

(a) Schedule cancellation for non-payment. The bursar's office will coordinate, with the one stop for student services, the creation and dissemination of several e-mails to students that have not met their financial obligation for an upcoming term. A student's failure to meet their financial obligation may result in the student's schedule being canceled for nonpayment.

(i) Students that are subject to cancellation for failure to meet their financial obligations will be notified in advance via email.

(ii) For student outreach, student services personnel, colleges, and regional campuses have access to reports that identify students from their respective college or campus that have not met their financial obligations and are subject to schedule cancellation.

(iii) Students will be notified via e-mail if their schedule of classes are cancelled.

(iv) If a student's schedule is canceled for non-payment, a registration hold will be placed on the student's record. The registration hold is based on a predetermined amount due threshold and will prevent the student from re-enrolling in classes until the account is paid in full.

(v) Students with unpaid balances at or above the established threshold amount after the second due date of the semester are subject to registration holds.

(3) Collection of outstanding student account balances for non-registered students. The bursar's office will make three attempts to send invoices to non-registered students that have outstanding balances with the university.; The three invoices will be sent on thirty-, sixty-, and ninety-day billing cycles. If, at the end of the ninety-day billing cycle, a non-registered student continues to have an outstanding balance or fails to enroll in a university approved payment plan, the non-registered student's account will be referred to the office of the Ohio attorney general for collection.